

Student Absences and Excuses**

Each school shall notify parents/guardians by the end of the school day if their child has an unplanned/unexcused absence.

1. The school administrator (or designee) shall maintain accurate attendance records for each student.
2. Notice of the child's absence shall be provided to the school administrator or designee, who shall proceed as provided in ORS 339.055, if:
 - a. Parent/guardian notification is not provided to school in person or directly by telephone; and
 - b. The parent/guardian has not confirmed within three business days that the parent/guardian has received notification from school of student's absence.
3. The school administrator (or designee) shall notify the parent/guardian either in person, directly by telephone, or other method identified by the parent/guardian in writing by the end of the school day on any day that the child has an unplanned absence.

InterMountain Education Service District
STUDENT ABSENCE NOTIFICATION LOG

Date	Student	Parent/Guardian Notified	Method of Notice